

# ***EEO***

**US ARMY CORPS OF ENGINEERS**

**ENGINEER RESEARCH AND  
DEVELOPMENT CENTER**

**Affirmative Employment Program Plan**

**Accomplishment Report and Update**

**FY 2000 - FY 2001**

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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

**AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**

**FOR FISCAL YEAR 2000**

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- \*SUMMARY ANALYSIS OF WORK FORCE
  - \*ACCOMPLISHMENT REPORT ON OBJECTIVES AND ACTION ITEMS
  - \*NOTEWORTHY ACTIVITIES AND INITIATIVES
- 

**NAME OF ORGANIZATION:** USA Engineer Research and Development Center

**ADDRESS OF ORGANIZATION:** 3909 Halls Ferry Road, Vicksburg, MS 39180

**ORGANIZATIONAL LEVEL:** Installation

**NUMBER OF EMPLOYEES COVERED BY PLAN:** TOTAL 1993  
PROFESSIONAL 1136 ADMINISTRATIVE 285 TECHNICAL 299  
CLERICAL 139 OTHER 29 BLUE COLLAR 105

LINDA S. WILKINSON

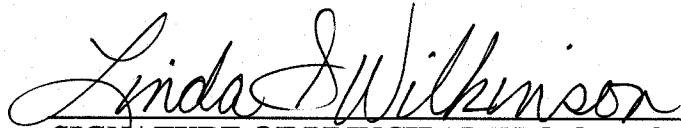
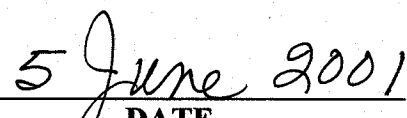
601-634-3743

**NAME OF CONTACT PERSON PREPARING FORM**

**TELEPHONE NO.**

LINDA S. WILKINSON, EEO Manager

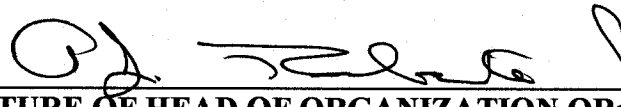
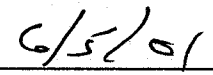
**NAME AND TITLE OF PRINCIPAL EEO OFFICIAL**

   
**SIGNATURE OF PRINCIPAL EEO OFFICIAL** **DATE**

**CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714**

ARMANDO J. ROBERTO, Deputy to the Commander

**NAME/TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL**

   
**SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL**  
**CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714**



**DEPARTMENT OF THE ARMY**  
ENGINEER RESEARCH AND DEVELOPMENT CENTER, CORPS OF ENGINEERS  
WATERWAYS EXPERIMENT STATION, 3909 HALLS FERRY ROAD  
VICKSBURG, MISSISSIPPI 39180-6199

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7 December 2000

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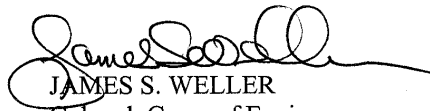
**SUBJECT: Policy Memorandum #6, Equal Employment Opportunity (EEO)**

1. As the Commander of the U. S. Army Engineer Research and Development Center (ERDC), I want to make known my policy in regard to EEO.

2. I am fully committed to the principles of EEO where every team member will have an opportunity to rise to his or her highest level of potential. It is my firm policy that all ERDC employees and ERDC job applicants are assured equal opportunity and equal treatment in all employment matters regardless of race, color, religion, sex, national origin, age, or handicap. Discrimination will not be tolerated at the ERDC.

3. Our workforce is very rich in diversity and includes employees of various races, ethnic and national backgrounds, and lifestyles. I expect the ERDC work environment to nurture and encourage all team members to contribute fully to the accomplishment of our mission. I challenge the ERDC managers and supervisors to use developmental assignments and other creative initiatives to provide advancement opportunities. I challenge the ERDC team members to prepare to assume positions of greater responsibility. Collectively, we are all challenged to appreciate and utilize the diversity of our workforce.

4. The success of the ERDC EEO Program is a responsibility of all ERDC team members. It is our goal to become a stronger and more valuable organization through our compliance with EEO laws and our commitment to equal opportunity. I urge each of you to join me today in this objective of equal opportunity for the betterment of ERDC.

  
JAMES S. WELLER  
Colonel, Corps of Engineers  
Commander

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# **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

## **ACCOMPLISHMENT REPORT**

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### **SUMMARY ANALYSIS OF WORKFORCE**

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The U.S. Army Engineer Research and Development Center's (ERDC) annual Affirmative Employment Program Accomplishment Report for FY 00 and Update for FY 01 have been prepared based on the Equal Employment Opportunity Commission's Management Directive 714, dated 6 October 1987, and subsequent guidance from the HQUSACE EEO Office.

Civilian occupational series are grouped according to employment categories defined as Professional, Administrative, Technical, Clerical, Other, and Blue Collar. These employment categories are referred to as PATCOB. The ERDC workforce demographics by PATCOB were compared to Civilian Labor Force (CLF) data by race and sex. Analyses and statistical reports are provided by PATCOB, pay plans, and Career Programs and occupational series of over 100 employees.

As of 30 September 2000, the permanent workforce of the ERDC consisted of 1946 employees, 1421 (73.0%) Personnel Management Demonstration Project personnel, 420 (21.6%) General Schedule personnel, and 105 (5.4%) Wage System personnel. Females represented 33.4% (649) of the total workforce. Minorities represented 16.7% (325), including Blacks at 11.3% (219); Asians at 3.0% (59); Hispanics at 2.1% (41); and Native Americans at 0.3% (6).

There were 168 supervisory and management positions at ERDC not including the Wage System. Females held 19.1% (32) as compared to their representation in the total workforce of 33.4%. Minorities represented 7.1% (12) compared to their total representation of 16.7%, including Blacks at 4.8% (8), Asians at 1.2% (2) and Hispanics at 1.2% (2).

In the Wage System, there were 105 employees. Black males represented 35.2% (37) and White females 0.9% (1). Minority employees were well represented in the twenty-four Wage Grade Leader and Supervisor positions, with Blacks holding 41.7% of those positions.

ERDC had three major occupations of over 100 employees. They were Series 0802, Civil Engineering Technician, with 114 employees; Series 0810, Civil Engineer, with 318 employees; and Series 1301, General Physical Scientist, with 178 employees. There were also two career programs with over 100 employees, Engineers and Scientists and Information Management.

Engineers and Scientists composed 57.7% (1090) of the Demo Project and General Schedule workforce. Female representation in this career field remained at the previous year's level of 19.3% (206) compared to the female CLF of 16.2%. Minority representation increased slightly from 12.6% to 12.7% (136) compared to a CLF of 14.0% and included Blacks at 4.5% (48) with a CLF of 4.1%; Asians at 4.6% (49) with a CLF of 6.2%; Hispanics at 3.6% (38) with a CLF of 3.3%; and Native Americans at 0.1% (1) with a CLF of 0.4%.

Information Management composed 7.9% (146) of the Demo Project and General Schedule workforce. Female representation was 52.1% (76) in this career field compared to the female CLF of 46.8%. Minority representation was 8.2% (12) compared to a CLF of 13.1 %, and included Blacks at 7.5% (11) with a CLF of 5.2%; and Asians at 0.7% (1) with CLF of 4.1%.

The affirmative employment goals contained in this plan were set after a thorough evaluation of the foregoing analysis and additional consideration of the vacancies anticipated for FY 2001. Numerical goals were set for those EEO groups whose representation was outside two standard deviations when compared to the appropriate CLF.

**AFFIRMATIVE EMPLOYMENT PROGRAM  
FOR MINOTITIES AND WOMEN**

**CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS**

I certify that the qualification of all staff officials, full-time or part-time, concerned with administration of the EEO Program, including the Engineer Research and Development Center's EEO Officer and EEO Staff, EEO Counselors, and Special Emphasis Program Managers have been received by competent authority and incumbents of these positions meet the standards outlined in Qualification Standards Handbook X-118 under '*Equal Employment Opportunity Specialist GS-260*' or '*Qualifications Guide for Collateral Assignments Involving Equal Opportunity Duties.*' Evidence that the review has been made and its findings are on file and available for review by Equal Employment Opportunity Commission Officials.



**RUSSELL G. THOMAS**  
**Director, Human Resource**  
**Management**

21 Feb 01

## **DISCRIMINATION COMPLAINTS**

### **FOUR-YEAR ANALYSIS OF COMPLAINTS PROCESSING**

#### **FY 97 – FY 00**

Since the beginning of FY 97, ERDC employees have had 58 precomplaint inquiries. Thirty (51.7%) of those were resolved informally, compared to the Department of Army's resolution rate for FY 99 of 51.0%.

Twenty complainants filed a total of 27 formal EEO complaints during this four-year period, including one class complaint. Bases included Race (Black) (17), Race (White)(1), Reprisal (1), Sex (Female)(3), Handicap (3) and Age (2).

Issues included disciplinary actions (4), promotions (4), performance ratings (8), harassment (3), terminations (2), benefits (2), and assignment of duties (4).

Of the 27 formal complaints, 2 were dismissed, 12 were resolved prior to final decisions being made, and 7 were closed with final decisions of no discrimination. Six complaints were pending at the end of FY 00, including the class complaint.



## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

### **NOTEWORTHY ACTIVITIES/INITIATIVES**

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During FY 00, the U. S. Army Engineer Research and Development Center (ERDC) continued to participate in several innovative programs designed to improve employment opportunities for females and minorities as well as encourage more females and minorities to enter the fields of science and engineering.

At the elementary and secondary school levels, ERDC's four laboratories in Vicksburg, MS, including the Coastal and Hydraulics Lab (CHL), the Geotechnical and Structures Lab (GSL), the Environmental Lab (EL), and the Information Technical Lab (ITL), maintained a data base of over 125 volunteers for lectures, field trips, tutoring, demonstrations, classroom assistance, and science fairs. During FY 00, ERDC had numerous opportunities to provide speakers and employees who participated as science fair judges and offered student assistance. In addition, the ERDC database of volunteers assisted teachers in successfully communicating their expertise to all levels of students.

Also in Vicksburg, for the eighth consecutive year, ERDC laboratories participated in the Science and Engineering Apprentice Program (SEAP) administered by George Washington University. In this program, qualified high school students participate in research for eight weeks during their summer vacation under the guidance of an ERDC scientist or engineer. The students may work on a discrete project, contribute to on-going research, or work on a project with intermittent activity. Students are required to actively participate in the work of a mentor. At the end of the term, the students write a paper about their work and receive an educational grant of \$1400. This program has provided assistance for professionals and meaningful experiences for students.

The CHL continued its long-term program, Opportunities in Coastal Engineering for Academically Talented Students (OCEANS), designed to introduce high school students to coastal engineering. This program provides students with a closer look at coastal engineering and explains career opportunities, educational requirements, job availability and salaries. The OCEANS program interacts with hundreds of students in area schools, which average 55-97 percent minority.

At our Cold Regions Research and Engineer Laboratory (CRREL) in Hanover, NH, a young female student who had previously participated as an intern in the Women In Science Program, sponsored by CRREL and Dartmouth College, returned to work at CRREL as part of a college fellowship. In June 2000, she accompanied a CRREL Research Mechanical Engineer in National Science Foundation sponsored field work in Greenland, working on snow microstructure studies. This student is currently a Junior at Dartmouth and continues to work part-time at CRREL.

Our Construction Engineering Research Laboratory (CERL) in Champaign, Illinois, participates annually in a 10-week summer research program sponsored by the University of Illinois at Urbana-Champaign. FY 00 activities included CERL's recruitment of

students from Clark Atlanta, North Carolina A&T, and other minority universities to participate in the program called the Summer Research Opportunities Program (SROP). Each year a SROP banquet is held during which the University of Illinois presents awards to outstanding students. In FY 00, two of CERL's seven participating students received awards.

CERL also participates annually in the Girls in Engineering Math and Science (GEMS) program at the Champaign/Urbana Middle Schools and the Internship Science and Engineering Program (ISEP) with local high schools. For the second year, CERL also continued their outreach program, which began in FY99, called Illinois Minority PRE-college Internship (IMPRINT). Under this program, summer internships are provided to engineering students entering their freshman year of college.

During FY 00, CERL also participated in the University of Illinois' Principal's Scholars Program. This program is a math and science initiative that works to prepare minority/disadvantaged students for college prep classes in high school. Students visited CERL as one of their "Explore and Discover" opportunities and had an opportunity to talk with professionals concerning what classes they should take, what majors to select, and what salaries to expect in science and technology careers.

During FY 00, the ERDC signed two new formal Education Partnership agreements, one with the University of Alaska-Fairbanks, a Minority Institution, and the other with the University of Puerto Rico, Mayaguez, an Hispanic Serving Institution. These agreements were in addition to the seven Partnership agreements signed previously with other institutions of learning. Those agreements continued throughout FY 00 and included the following: Jackson State University (HBCU); Alcorn State University (HBCU); Southern University and A & M College (HBCU); Clark Atlanta University (HBCU); North Carolina A&T State University (HBCU/AMIE); Ilisagvik College (MI); and the Vicksburg Warren School District, Vicksburg, Mississippi, where over half of the students are minorities. The overall purpose of these partnerships is to encourage and enhance study in the scientific and engineering disciplines. Seventy percent of the students who come to ERDC are in the field of civil engineering.

During FY 00, commitments made as a result of these agreements involved including students in research by hiring students through employment programs such as the Cooperative Education Programs and contract student programs; enlightening minority engineering students about employment opportunities with the Corps; collaborating in research of mutual interest, and seeking other means of mutual interaction to promote scientific interest (i.e.. loaning or transferring surplus equipment, mentoring students, providing teachers through adjunct faculty, and participating in seminars and conferences).

EL had two Intergovernmental Personnel Agreements with Professors from Alcorn State University and EL researchers continued their involvement in Jackson State University's graduate program in Environmental Sciences.

For the last nine years, EL, GSL, ITL, and CHL have offered students at the University of Puerto Rico, Mayaguez Campus (UPRM), a research experience during the summers through the Summer Research Internship Program. Approximately 10-17 students work with a PI to gain experience in the fields of civil engineering, marine science, microbiology, math computer science, chemical engineering and chemistry. The ERDC has employed nineteen engineers and/or scientists from UPRM as full-time permanent employees. As of March 2000, there were 14 UPRM graduates still employed at the Vicksburg site. In addition, seven professors from UPRM were offered faculty internships with the ERDC through the Army Research Office and Summer Faculty Program. Two BAA's are also in progress between ERDC and the UPRM, one for \$85,000 for research on watershed modeling and the second for approximately \$51,000 for the development of wave/ocean software.

The ERDC is an active participant in the Advancing Minorities Interest in Engineering (AMIE) organization. ERDC interacts with several of the nine HBCUs that are involved. These interactions include providing professional developmental assignments, serving on advisory boards, and providing students with information about ERDC and the Corps of Engineers. Our FY 00 interactions with these universities are listed below.

CRREL and Howard University are active research partners. During FY 00, four task orders were signed to conduct joint research between Howard professors and CRREL principal investigators. One of Howard's professors also recently completed a five-week research effort in the Remote Sensing/Geographic Information Center at the CRREL site.

Our Topographic Engineering Center (TEC) also interacted with Howard University by serving as one of the sponsors and participants in the 17<sup>th</sup> Annual HBCU Geographic Information System workshop at Howard University in June 2000.

ITL contracted with a member of the civil engineering faculty at Southern University to provide a numerical engineering study of selected connection details for hydraulic steel structures used in civil works projects. The work being performed involves performing a finite element analysis of three connection details. The results of the analysis will be used to assess the performance of possible alternative connection details, specifically, the stress concentrations due to the connection geometry. The results of the study will assist the Corps of Engineers in developing more reliable and better performing hydraulic steel structures.

In addition, ITL contracted with another member of Southern's faculty to assist in research into anchored retaining walls and investigate the application of the Federal Highway Administration's (FHWA) RD-97-130 simplified design procedure to soldier beam and lagging systems. Parametric evaluations are being made applying this design procedure to retaining walls of varying heights and varying types of backfills. The objective of this study is to assess the applicability of this FHWA design procedure to Corps-type anchored retaining walls. Funding for this research is being provided by the Innovations for Navigation Projects research program.

CHL sent a representative to Florida A&M to meet with university staff to discuss potential collaboration in long-wave modeling, groundwater modeling, and other areas. In addition, CHL donated a tilting hydraulic flume to Tennessee State, which is suitable for educational and small-scale testing, and began discussions on establishing a Cooperative Research and Development Agreement with that university. CHL also employed four undergraduate students for the summer under the terms of the educational partnership agreement with Southern University and participated in Southern's Spring Career Day with a staffed booth and a presentation.

GSL monitored a continuing research contract with North Carolina A&T for research on the out-of-plane shear strength of masonry walls strengthened with composite materials. As a result of his work in research under this contract, a minority student at NC A&T produced a master's degree thesis and an ERDC researcher served on the Master's Thesis Committee.

A GSL Civil Engineer spoke to the Southern University Design and Safety of Dams class in the Civil Engineering Department at Southern University on two occasions on Dam Safety Programs in the Corps of Engineers and on Foundation Treatment Methods for Embankment Dams. Approximately 30 students were in the class each time.

CERL sent a researcher to the Architect/Engineer Advisory Group (AEAG) meeting at North Carolina A&T in FY 00 where many items of importance to the University were discussed. In addition, CERL hosted a visit to the CERL site for seven North Carolina A&T faculty and administrators, including the Dean of the College of Engineering and six engineering professors. The visit was coordinated in an effort to explore additional areas for joint research with that university. During the visit, the NC A&T faculty gave presentations on the university's current capabilities.

Also during FY 00, Material Engineers at CERL, visited NC A&T. The purpose of their visit was to conduct a "kickoff" meeting on a CERL Contract and meet with the NC A&T Researchers working on that contract. NC A&T will be developing fiber reinforced polymer composite material concepts for addressing strength and ductility deficiencies in non-ductile concrete frame structures built to pre-1970 ACI codes. The Acting Director of CERL also visited NC A&T for an opportunity to meet CERL's key university contacts, become familiar with CERL's current interactions with the university, and chart a course for CERL's continued involvement. Briefings were given by several NC A&T faculty on the university's Research Centers of Expertise and also by students on a CERL-NC A&T collaborative research project with Fort Bragg. Several action items resulted from this visit including plans to start a Co-op program for undergraduate students, assist the university in organizing and presenting a seminar, conduct a one or two-day workshop in FY 01, conduct summer recruitment of students in FY 01 and host a future visit to CERL by NC A&T architectural engineering faculty.

The ERDC's record of affirmative employment activities and initiatives reflects a long-term proactive program that involves a total team commitment, emphasizing relationship building and visible top management involvement.

## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

### **ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

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**PROGRAM ELEMENT:** IV. Recruitment and Hiring

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**PROBLEM STATEMENT:** Females and minorities are not proportionately represented in supervisory and senior level positions (equivalent to GS/GM-13 and above).

**PROBABLE BARRIER:** Small applicant pool.

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**OBJECTIVE:** To increase the representation of females/minorities in supervisory/senior level positions.

**RESPONSIBLE OFFICIAL:** Lab Directors, Directors/Chiefs of Support Staff

**TARGET DATE:** FY 00 and continuing

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<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Publicize professional development opportunities to all career program employees.	Lab Directors/ Directors/ Chiefs of Support Staff Career Program Managers	FY 00 and continuing
2. Encourage enrollment in Leadership development courses.		FY 00 and continuing
3. Encourage and support team members' pursuit of higher education.		FY 00 and continuing
4. Utilize broad outreach efforts when filling senior level vacancies.		FY 00 and continuing
5. Encourage and assist women and minorities/ in Career Program registration.		FY 00 and continuing

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**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:** Of the 168 supervisory and management positions at ERDC, not including the Wage System, females held 32 (19.1%) as compared to their representation in the total workforce of 33.4%. This was an increase of 2 (0.7%) over FY 99. Representation of minorities remained the same at 12 (7.1%) compared to their total representation of 16.7%.

## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

### **ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

---

**PROGRAM ELEMENT:** IV. Recruitment and Hiring

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**PROBLEM STATEMENT:** Lack of sufficient interest among high school students, especially females and minorities in math, science, and engineering career fields.

**PROBABLE BARRIER:** An insufficient number of females/minorities entering the E&S career fields.

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**OBJECTIVE:** Increase high school students' interest in science and engineering career fields.

**RESPONSIBLE OFFICIAL:** Lab Directors/Chiefs of Support Staff

**TARGET DATE:** FY 00 and continuing

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<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Utilize the Student Temporary Employment Program.		FY 00 and continuing
2. Establish apprenticeship programs directed toward females and minorities.		FY 00 and continuing
3. Develop innovative outreach programs to introduce high school students to engineering and scientific fields.		FY 00 and continuing
4. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with high schools in our communities.		FY 00 and continuing

Lab Directors, Directors/  
Chiefs of Support Staff

---

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:** During FY 00, the ERDC continued to participate in several innovative ongoing programs that are designed to improve employment opportunities for females and minorities and encourage more females and minorities to enter the fields of science and engineering. ERDC's educational initiatives are described in detail under Noteworthy Activities/Initiatives.

## AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

### ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

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**PROGRAM ELEMENT:** IV. Recruitment and Hiring  
-----

**PROBLEM STATEMENT:** The applicant pool of female and minority engineers and scientists is too small.

**PROBABLE BARRIER:** The graduation rate of female/minority E&S is still well below that of white males.

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**OBJECTIVE:** Increase the female and minority applicant pool for engineer and scientist positions.

**RESPONSIBLE OFFICIAL:** Lab Directors, CPAC/CPOC

**TARGET DATE:** FY 00 and continuing  
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<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Identify areas of technical expertise at HBCU's, MI's, and HSI's that are compatible with research needs in mission areas and seek ways to assist in educating minority engineering students.	Lab Directors	FY 00 and continuing
2. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with HBCU's, MI's, HSI's and universities with a large female population.	Lab Directors	FY 00 and continuing
3. Develop methods to identify recruitment strategies and sources that will increase the number of Asian applicants for engineering positions.	CPAC/CPOC	FY 00 and continuing
4. Utilize organizations such as BIG, FEW, AMIE, etc., to publicize employment opportunities for minorities and females.	Lab Directors	FY 00 and continuing
5. Seek ways to enlighten minority/female engineering students about the Corps' missions, capabilities, and opportunities.	Lab Directors	FY 00 and continuing

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:** Efforts were made by the Civilian Personnel Advisory Center (CPAC) to ensure that vacancies received broad publication. The ERDC continued its outreach efforts designed to reach females/minorities. Of the thirty-four E&S positions filled in FY 00, 11 (32.3%) were filled with females/minorities, including three Asian males.

## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

### **ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

-----  
**PROGRAM ELEMENT:** IV. Recruitment and Hiring  
-----

**PROBLEM STATEMENT:** Females are not applying for Wage Grade positions.

**PROBABLE BARRIER:** Recruitment practices that might yield female applicants have not been vigorously pursued.

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**OBJECTIVE:** Increase the number of females applying for Wage Grade positions.

**RESPONSIBLE OFFICIAL:** Director, DPW/CPAC

**TARGET DATE:** FY 00 and continuing  
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<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Establish communications with trade and vocational schools to encourage women to apply for Wage Grade positions.	Director, DPW	FY 00 and continuing
2. Seek the assistance of the ERDC Union Locals in gathering information on recruitment sources and ideas for outreach efforts.	Director, DPW	FY 00 and continuing

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**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:** In the Wage System, there were 105 employees, including one female. During FY 00, twenty-two Wage Grade positions were advertised. There were no female applicants for either of these positions.



FY 00 NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB												
Occupational Category	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
Professional E&S	Planned	3							3			*
	Actual								3			
Professional Other	Planned	0					*	*			*	*
	Actual	0										
Administrative	Planned	0					*	*	*			*
	Actual	0										
Technical	Planned	0					*	*			*	
	Actual	0										
Clerical	Planned	0					*		*	*	*	
	Actual	0										
Other	Planned	0										
	Actual	0										
Wage Grade Supervisor	Planned	0										
	Actual	0										
Wage Grade Leader	Planned	0										
	Actual	0										
Wage Grade Non-supervisor	Planned	0										
	Actual	0										
Total	Planned	3							3			
	Actual	1							3			
Note: 1. The numerical objectives contained in this plan were set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 00. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

FY 00 NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY CAREER PROGRAM												
Occupational Series	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
#16 & 18 Engineers and Scientists	Planned	3							3			*
	Actual	1							3			
#34 Information Management	Planned	0					*		*		*	*
	Actual	0										
Note: 1. The numerical objectives contained in this plan were set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 00. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

FY 00 NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY OCCUPATIONAL SERIES												
Occupational Series	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
802 Civil Eng Tech	Planned	0					*	*	*	*	*	
	Actual	0										
810 Civil Engineers	Planned	0										*
	Actual	0										
1301 General Physical Scientists	Planned	0					*				*	*
	Actual	0										
Note: 1. The numerical objectives contained in this plan were set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 00. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
CHANGE IN WORKFORCE EEO PROFILE BY PATCO CATEGORY  
From: 09/30/00 To: 10/10/99

				Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
				All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
PROFESSIONAL	09/00 #	1125		233	794	185	24	27	11	40	13	1	0		
	%			20.71	70.58	16.44	2.13	2.40	0.98	3.56	1.16	0.09	0.00		
	10/99 #	1136		230	809	179	26	28	11	37	14	2	0		
	%			20.25	71.21	15.76	2.29	2.46	0.97	3.26	1.23	0.18	0.00		
ADMINISTRATIVE	CHANGE IN %			-0.46	0.64	-0.69	0.16	0.06	-0.01	-0.30	0.08	0.09	0.00		
	09/00 #	270		172	89	148	19	0	2	0	3	1	0		
	%			63.70	32.96	54.81	7.04	0.00	0.74	0.00	1.11	0.37	0.00		
	10/99 #	285		183	94	159	18	0	3	0	3	1	0		
TECHNICAL	%			64.21	32.98	55.79	6.32	0.00	1.05	0.00	1.05	0.35	0.00		
	CHANGE IN %			0.51	0.02	0.97	-0.72	0.00	0.31	0.00	-0.06	-0.02	0.00		
	09/00 #	297		130	129	113	15	0	0	2	1	0	1		
	%			43.77	43.43	38.05	5.05	0.00	0.00	0.67	0.34	0.00	0.34		
CLERICAL	10/99 #	299		131	128	113	16	0	0	3	1	0	1		
	%			43.81	42.81	37.79	5.35	0.00	0.00	1.00	0.33	0.00	0.33		
	CHANGE IN %			0.04	-0.62	-0.25	0.30	0.00	0.00	0.33	0.00	0.00	0.00		
	09/00 #	121		110	7	73	33	0	1	0	0	0	3		
OTHER	%			90.91	5.79	60.33	27.27	0.00	0.83	0.00	0.00	0.00	2.48		
	10/99 #	139		127	8	91	32	0	1	0	0	0	3		
	%			91.37	5.76	65.47	23.02	0.00	0.72	0.00	0.00	0.00	2.16		
	CHANGE IN %			0.46	-0.03	5.14	-4.25	0.00	-0.11	0.00	0.00	0.00	-0.32		
TOTAL	09/00 #	28		3	14	1	2	0	0	0	0	0	0		
	%			10.71	50.00	3.57	7.14	0.00	0.00	0.00	0.00	0.00	0.00		
	10/99 #	29		5	13	3	2	0	0	0	0	0	0		
	%			17.24	44.83	10.34	6.90	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL	CHANGE IN %			6.53	-5.17	6.77	-0.25	0.00	0.00	0.00	0.00	0.00	0.00		
	09/00 #	1841		648	1033	520	93	27	14	42	17	2	4		
	%			35.20	56.11	28.25	5.05	1.47	0.76	2.28	0.92	0.11	0.22		
	10/99 #	1888		676	1052	545	94	28	15	40	18	3	4		
TOTAL	%			35.81	55.72	28.87	4.71	1.48	0.79	2.12	0.95	0.16	0.21		
	CHANGE IN %			0.61	-0.39	0.62	-0.07	0.02	0.03	-0.16	0.03	0.05	-0.01		

**FY 99 - FY 00 CHANGE IN WHITE-COLLAR EEO WORKFORCE PROFILE BY CAREER PROGRAM**

Career Programs	Years/ %Change	Total		White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
CP 16 & 18 Engineers and Scientists	1999 # %	1090 100.0	210 19.3	787 72.2	166 15.2	27 2.4	22 2.0	28 2.5	11 1.0	36 3.3	11 1.0	2 0.2	0 0.0
	2000 # %	1069 100.0	206 19.3	769 71.9	164 15.3	27 2.5	21 2.0	27 2.5	11 1.0	39 3.7	10 0.9	1 0.1	0 0.0
	% Change		0.0	-0.3	0.1	0.1	0.0	0.0	0.0	0.4	-0.1	0.1	0.0
#34 Information Management	1999 # %	159 100.0	84 52.8	72 45.3	74 46.5	3 1.9	8 5.0	0 0.0	1 0.6	0 0.0	1 0.6	0 0.0	0 0.0
	2000 # %	146 100.0	76 52.1	67 45.9	67 45.9	3 2.1	8 5.5	0 0.0	0 0.0	0 0.0	1 0.7	0 0.0	0 0.0
	% Change		-0.7	0.6	-0.6	0.2	0.5	0.0	0.0	0.0	0.1	0.0	0.0

**FY 99 - FY 00 CHANGE IN EEO WORKFORCE PROFILE BY MAJOR OCCUPATION**

Series Name Category	Years/ %Change	Total		White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0802 Civil Eng Tech	1999 # %	117 100.0	25 21.4	69 59.0	21 18.0	22 18.8	3 2.6	0 0.0	0 0.0	1 0.8	0 0.0	0 0.0	1 0.8
	2000 # %	114 100.0	23 20.2	69 60.5	19 16.7	21 18.4	3 2.6	0 0.0	0 0.0	1 0.9	0 0.0	1 0.9	0 0.0
	% Change		-1.2	1.5	-1.3	-0.4	0.0	0.0	0.0	0.1	0.0	0.1	0.0
0810 Civil Engineers	1999 # %	328 100.0	37 11.3	257 78.3	27 8.2	5 1.5	3 0.9	10 3.0	4 1.2	18 5.4	3 0.9	1 0.3	0 0.0
	2000 # %	318 100.0	43 13.5	247 77.7	27 8.5	5 1.6	3 0.9	10 3.1	4 1.3	18 5.7	3 0.9	1 0.3	0 0.0
	% Change		2.2	-0.6	0.3	0.1	0.0	0.1	0.1	0.3	0.0	0.0	0.0
1301 General Physical Scientists	1999 # %	180 100.0	32 17.8	137 76.1	28 15.6	4 2.2	2 1.1	4 2.2	1 0.5	3 1.6	1 0.5	0 0.0	0 0.0
	2000 # %	178 100.0	33 18.5	134 75.3	29 16.3	4 2.3	2 1.1	4 2.3	1 0.5	3 1.7	1 0.5	0 0.0	0 0.0
	% Change		0.7	-0.8	0.7	0.1	0.0	0.1	0.0	0.1	0.0	0.0	0.0

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER - CHANGE IN WORKFORCE PROFILE BY PAY LEVEL GS/GM/ES  
From: 09/30/00 To: 10/10/99

			Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
			All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
OTHERS	09/00 #	1421	463	826	358	78	84	21	10	32	10	1	1	1
	%		32.58	58.13	25.19	5.49	5.91	1.48	0.70	2.25	0.70	0.07	0.07	0.07
	10/99 #	1118	385	623	290	73	80	17	9	19	5	1	1	1
	%		34.44	55.72	25.94	6.53	7.16	1.52	0.81	1.70	0.45	0.09	0.09	0.09
	CHANGE IN %		1.85	-2.40	0.75	1.04	1.24	0.04	0.10	-0.55	-0.26	0.02	0.02	0.02
GS 1-4	09/00 #	1	0	1	0	0	0	0	0	0	0	0	0	0
	%		0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	10/99 #	1	0	1	0	0	0	0	0	0	0	0	0	0
	%		0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 5-8	09/00 #	85	72	13	65	0	3	0	1	0	0	0	0	3
	%		84.71	15.29	76.47	0.00	3.53	0.00	1.18	0.00	0.00	0.00	0.00	3.53
	10/99 #	106	90	15	80	0	6	0	1	1	0	0	0	3
	%		84.91	14.15	75.47	0.00	5.66	0.00	0.94	0.94	0.00	0.00	0.00	2.83
	CHANGE IN %		0.20	-1.14	-1.00	0.00	2.13	0.00	-0.23	0.94	0.00	0.00	0.00	-0.70
GS 9-12	09/00 #	179	95	72	82	6	5	2	2	4	6	0	0	0
	%		53.07	40.22	45.81	3.35	2.79	1.12	1.12	2.23	3.35	0.00	0.00	0.00
	10/99 #	307	150	140	129	9	7	4	3	3	11	1	0	0
	%		48.86	45.60	42.02	2.93	2.28	1.30	0.98	0.98	3.58	0.33	0.00	0.00
	CHANGE IN %		-4.21	5.38	-3.79	-0.42	-0.51	0.19	-0.14	-1.26	0.23	0.33	0.00	0.00
GS/GM 13-15	09/00 #	139	16	108	13	5	1	4	1	5	1	1	0	0
	%		11.51	77.70	9.35	3.60	0.72	2.88	0.72	3.60	0.72	0.72	0.00	0.00
	10/99 #	333	49	253	44	7	1	7	2	16	2	1	0	0
	%		14.71	75.98	13.21	2.10	0.30	2.10	0.60	4.80	0.60	0.30	0.00	0.00
	CHANGE IN %		3.20	-1.72	3.86	-1.50	-0.42	-0.78	-0.12	1.21	-0.12	-0.42	0.00	0.00
SES + GS + ST	09/00 #	16	2	13	2	0	0	0	0	1	0	0	0	0
	%		12.50	81.25	12.50	0.00	0.00	0.00	0.00	6.25	0.00	0.00	0.00	0.00
	10/99 #	23	2	20	2	0	0	0	0	1	0	0	0	0
	%		8.70	86.96	8.70	0.00	0.00	0.00	0.00	4.35	0.00	0.00	0.00	0.00
	CHANGE IN %		-3.80	5.71	-3.80	0.00	0.00	0.00	0.00	-1.90	0.00	0.00	0.00	0.00
TOTAL	09/00 #	1841	648	1033	520	89	93	27	14	42	17	2	4	4
	%		35.20	56.11	28.25	4.83	5.05	1.47	0.76	2.28	0.92	0.11	0.22	0.22
	10/99 #	1888	676	1052	545	89	94	28	15	40	18	3	4	4
	%		35.81	55.72	28.87	4.71	4.98	1.48	0.79	2.12	0.95	0.16	0.21	0.21
	CHANGE IN %		0.61	-0.39	0.62	-0.12	-0.07	0.02	0.03	-0.16	0.03	0.05	-0.01	-0.01

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
CHANGE IN WORKFORCE PROFILE BY PAY LEVEL WD/WG  
From: 09/30/00 To: 10/10/99

	Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
	All	Women	Men		Men		Men		Men		Men	
			Women		Women		Women		Women		Women	
WD/WG 1-4	09/00 #	2	0	0	0	2	0	0	0	0	0	0
	10/99 #	2	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	0	0	2	0	0	0	0	0	0
WD/WG 5-9	09/00 #	33	1	14	1	18	0	0	0	0	0	0
	10/99 #	33	3.03	42.42	3.03	54.55	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		1	14	1	18	0	0	0	0	0	0
WD/WG 10	09/00 #	21	0	17	0	4	0	0	0	0	0	0
	10/99 #	18	0.00	80.95	0.00	19.05	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	14	0	4	0	0	0	0	0	0
WD/WG 11-12	09/00 #	15	0	13	0	2	0	0	0	0	0	0
	10/99 #	16	0.00	86.67	0.00	13.33	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	14	0	2	0	0	0	0	0	0
WD/WG 13-15	09/00 #	10	0	9	0	1	0	0	0	0	0	0
	10/99 #	10	0.00	90.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	9	0	1	0	0	0	0	0	0
TOTAL	09/00 #	81	1	53	1	27	0	0	0	0	0	0
	10/99 #	79	1.23	65.43	1.23	33.33	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		1	51	1	27	0	0	0	0	0	0
			1.27	64.56	1.27	34.18	0.00	0.00	0.00	0.00	0.00	0.00
			0.03	-0.88	0.03	0.84	0.00	0.00	0.00	0.00	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
CHANGE IN WORKFORCE PROFILE BY PAY LEVEL WL/WN/WS  
From: 09/30/00 To: 10/10/99

			Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
			All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
					09/00		10/99		09/00		10/99		09/00	
WL/N/S	1-4	#	2	0	1	0	1	0	0	0	0	0	0	0
		%	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CHANGE IN %	2	0	1	0	1	0	0	0	0	0	0	0
WL/N/S	5-9	#	7	0	1	0	6	0	0	0	0	0	0	0
		%	0.00	14.29	85.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CHANGE IN %	8	0	1	0	7	0	0	0	0	0	0	0
WL/N/S	10-11	#	9	0	6	0	3	0	0	0	0	0	0	0
		%	0.00	66.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CHANGE IN %	10	0	7	0	3	0	0	0	0	0	0	0
WL/N/S	12-15	#	6	0	6	0	0	0	0	0	0	0	0	0
		%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CHANGE IN %	6	0	5	0	0	0	0	0	0	1	0	0
TOTAL		#	24	0	14	0	10	0	0	0	0	0	0	0
		%	0.00	58.33	41.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CHANGE IN %	26	0	14	0	11	0	0	0	0	1	0	0
		#	0.00	53.85	42.31	0.00	0.00	0.00	0.00	0.00	0.00	3.85	0.00	0.00
		%	0.00	-4.49	0.64	0.00	0.00	0.00	0.00	0.00	0.00	3.85	0.00	0.00
		CHANGE IN %												

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN  
As of 09/30/00

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DB *****													
01	#	1	1	0	0	0	1	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
02	#	41	16	20	11	3	1	1	3	1	1	0	0
	%	39.02	48.78	26.83	26.83	7.32	2.44	2.44	7.32	2.44	2.44	0.00	0.00
03	#	42	10	21	5	7	3	3	1	1	1	0	0
	%	23.81	50.00	11.90	11.90	16.67	7.14	7.14	2.38	2.38	2.38	0.00	0.00
04	#	738	156	528	130	12	14	15	5	26	7	1	0
	%	21.14	71.54	17.62	17.62	1.63	1.90	2.03	0.68	3.52	0.95	0.14	0.00
05	#	73	1	67	1	0	0	2	0	3	0	0	0
	%	1.37	91.78	1.37	1.37	0.00	0.00	2.74	0.00	4.11	0.00	0.00	0.00
06	#	1	0	1	0	0	0	0	0	0	0	0	0
	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	896	184	637	147	22	19	21	9	31	9	1	0
	%	20.54	71.09	16.41	16.41	2.46	2.12	2.34	1.00	3.46	1.00	0.11	0.00



U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN  
As of 09/30/00

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DE *****													
02	#	36	15	12	10	9	4	0	0	0	1	0	0
	%		41.67	33.33	27.78	25.00	11.11	0.00	0.00	0.00	2.78	0.00	0.00
03	#	57	12	30	11	14	1	0	0	1	0	0	0
	%		21.05	52.63	19.30	24.56	1.75	0.00	0.00	1.75	0.00	0.00	0.00
04	#	50	2	42	2	6	0	0	0	0	0	0	0
	%		4.00	84.00	4.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	143	29	84	23	29	5	0	0	1	1	0	0
	%		20.28	58.74	16.08	20.28	3.50	0.00	0.00	0.70	0.70	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN  
As of 09/30/00

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DJ *****													
02	#	55	44	9	36	2	8	0	0	0	0	0	0
	%		80.00	16.36	65.45	3.64	14.55	0.00	0.00	0.00	0.00	0.00	0.00
03	#	92	53	36	42	3	11	0	0	0	0	0	0
	%		57.61	39.13	45.65	3.26	11.96	0.00	0.00	0.00	0.00	0.00	0.00
04	#	38	9	27	9	2	0	0	0	0	0	0	0
	%		23.68	71.05	23.68	5.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05	#	5	0	5	0	0	0	0	0	0	0	0	0
	%		0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	190	106	77	87	7	19	0	0	0	0	0	0
	%		55.79	40.53	45.79	3.68	10.00	0.00	0.00	0.00	0.00	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN  
As of 09/30/00

	Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
	All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DK *****												
01	#	2	0	1	0	1	0	0	0	0	0	0
	%		0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
02	#	49	11	35	11	14	0	0	0	0	0	0
	%		15.49	49.30	15.49	19.72	0.00	0.00	0.00	0.00	0.00	0.00
03	#	71	9	45	5	25	0	0	0	0	0	1
	%		10.59	52.94	5.88	29.41	0.00	0.00	0.00	0.00	0.00	1.18
04	#	13	2	12	1	1	0	0	0	0	0	0
	%		12.50	75.00	6.25	6.25	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	135	22	93	17	41	0	0	0	0	0	1
	%		12.64	53.45	9.77	23.56	0.00	0.00	0.00	0.00	0.00	0.57

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER  
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN  
As of 09/30/00

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: GG *****													
05	#	1	0	0	0	1	0	0	0	0	0	0	0
	%		0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09	#	6	4	2	3	0	0	0	1	0	0	0	0
	%		66.67	33.33	50.00	0.00	0.00	0.00	16.67	0.00	0.00	0.00	0.00
12	#	6	3	2	3	1	0	0	0	0	0	0	0
	%		50.00	33.33	50.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	#	5	2	2	2	1	0	0	0	0	0	0	0
	%		40.00	40.00	40.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	18	9	6	8	3	0	0	1	0	0	0	0
	%		50.00	33.33	44.44	16.67	0.00	0.00	5.56	0.00	0.00	0.00	0.00

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE**

**FOR FISCAL YEAR 2001**

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**NAME OF ORGANIZATION:** USA Engineer Research and Development Center

**ADDRESS OF ORGANIZATION:** 3909 Halls Ferry Road, Vicksburg, MS 39180

**ORGANIZATIONAL LEVEL:** Installation

**NUMBER OF EMPLOYEES COVERED BY PLAN:** TOTAL 1946

PROFESSIONAL 1125 ADMINISTRATIVE 270 TECHNICAL 297

CLERICAL 121 OTHER 28 BLUE COLLAR 105

LINDA S. WILKINSON

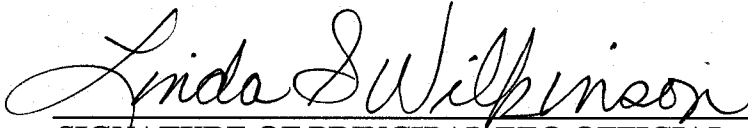
601-634-3743

**NAME OF CONTACT PERSON PREPARING FORM**

**TELEPHONE NO.**

LINDA S. WILKINSON, EEO Manager

**NAME AND TITLE OF PRINCIPAL EEO OFFICIAL**



5 June 2001

**SIGNATURE OF PRINCIPAL EEO OFFICIAL**

**DATE**

**CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714**

ARMANDO J. ROBERTO, Deputy to the Commander

**NAME/TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL**



6/5/01

**SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL**

**CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-71**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

**REPORT OF OBJECTIVES AND ACTION ITEMS**

-----  
**PROGRAM ELEMENT:** IV. Recruitment and Hiring  
-----

**PROBLEM/BARRIER STATEMENT:** Females and minorities are not proportionately represented in supervisory and senior level positions equivalent to GS/GM-13 and above.

**PROBABLE BARRIER:** Applicant pool is too small.  
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**OBJECTIVE:** To increase the representation of females/minorities in supervisory/senior level positions.

**RESPONSIBLE OFFICIAL:** Lab Directors, Directors/Chiefs of Support Staff

**TARGET DATE:** FY 01 and continuing  
-----

<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Publicize professional development opportunities to all career program employees.	Lab Directors/ Directors/ Chiefs of Support Staff Career Program Managers	FY 01 and continuing
2. Encourage enrollment in Leadership development courses.		FY 01 and continuing
3. Encourage and support team members' pursuit of higher education.		FY 01 and continuing
4. Utilize broad outreach efforts when filling senior level vacancies.		FY 01 and continuing
5. Encourage and assist women and minorities/ in Career Program registration.		FY 01 and continuing

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

**REPORT OF OBJECTIVES AND ACTION ITEMS**

-----  
**PROGRAM ELEMENT:** IV. Recruitment and Hiring  
-----

**PROBLEM STATEMENT:** Lack of sufficient interest among high school students, especially females and minorities in math, science, and engineering career fields.

**PROBABLE BARRIER:** An insufficient number of females/minorities entering the E&S career fields.

-----  
**OBJECTIVE:** Increase high school students' interest in science and engineering career fields.

**RESPONSIBLE OFFICIAL:** Lab Directors/Chiefs of Support Staff

**TARGET DATE:** FY 01 and continuing

<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Utilize the Student Temporary Employment Program.	Lab Directors	FY 01 and continuing
2. Establish apprenticeship programs directed toward females and minorities.		FY 01 and continuing
3. Develop innovative outreach programs to introduce high school students to engineering and scientific fields.		FY 01 and continuing
4. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with high schools in our communities.		FY 01 and continuing

## AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

### REPORT OF OBJECTIVES AND ACTION ITEMS

---

**PROGRAM ELEMENT:** IV. Recruitment and Hiring

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**PROBLEM/BARRIER STATEMENT:** The applicant pool of female and minority engineers and scientists is too small.

**PROBABLE BARRIER:** The graduation rate of female and minority E&S is still far below that of white males.

---

**OBJECTIVE:** Increase the female and minority applicant pool for engineer and scientist positions.

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**RESPONSIBLE OFFICIAL:** Lab Directors, CPAC/CPOC

**TARGET DATE:** FY 01 and continuing

---

<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Identify areas of technical expertise at HBCU's, MI's, and HIS's that are compatible with research needs in mission areas and seek ways to assist in educating minority engineering students.	Lab Directors	FY 01 and continuing
2. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with HBCU's, MI's, HIS's and universities with a large female population.	Lab Directors	FY 01 and continuing
3. Develop methods to identify recruitment strategies and sources that will increase the number of Asian applicants for engineering positions.	CPAC/CPOC	FY 01 and continuing
4. Utilize organizations such as BIG, FEW, AMIE, etc., to publicize employment opportunities for minorities and females.	Lab Directors	FY 01 and continuing
5. Seek ways to enlighten minority/female engineering students about the Corps, its missions, capabilities, and opportunities.	Lab Directors	FY 01 and continuing



## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

### **REPORT OF OBJECTIVES AND ACTION ITEMS**

---

**PROGRAM ELEMENT:** IV. Recruitment and Hiring

---

**PROBLEM STATEMENT:** Females are not applying for Wage Grade positions.

**PROBABLE BARRIER:** Recruitment practices that might yield female applicants have not been vigorously pursued.

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**OBJECTIVE:** Increase the number of females applying for Wage Grade positions.

**RESPONSIBLE OFFICIAL:** Director, DPW/CPAC

**TARGET DATE:** FY 01 and continuing

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<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Establish communications with trade and vocational schools to encourage women to apply for Wage Grade positions.	Director, DPW	FY 01 and continuing
2. Seek the assistance of the ERDC Union Locals in gathering information on recruitment sources and ideas for outreach efforts.	Director, DPW	FY 01 and continuing

FY 01 NUMERICAL OBJECTIVES BY PATCOB												
Occupational Category	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
Professional E&S	Planned	3							3			*
Professional Other	Planned	0					*	*			*	*
Administrative	Planned	0					*		*			*
Technical	Planned	0					*	*			*	
Clerical	Planned	0					*		*	*	*	
Other	Planned	0					*	*	*	*	*	*
Wage Grade Supervisor	Planned	0										
Wage Grade Leader	Planned	0										
Wage Grade Non-supervisor	Planned	0										
Total	Planned	3							3			
Note: 1. The numerical objectives contained in this plan have been set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 01. Goals were set for the EEO groups whose representation was outside two standard deviations when compared to the appropriate CLF in those occupational categories where vacancies were anticipated. 2. Asterisks indicate no representation by this group in this particular category.												

FY 01 NUMERICAL OBJECTIVES BY CAREER PROGRAM												
Occupational Series	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
#16 & 18 Engineers and Scientists	Planned	3							3			*
#34 Information Management	Planned	0					*	*	*		*	*
Note: 1. The numerical objectives contained in this plan have been set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 01. Goals were set for the EEO groups whose representation was outside two standard deviations when compared to the appropriate CLF in those occupational categories where vacancies were anticipated. 2. Asterisks indicate no representation by this group in this particular category.												

FY 01 NUMERICAL OBJECTIVE BY OCCUPATIONAL SERIES												
Occupational Series	Planned /Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
802 Civil Eng Tech	Planned	0					*	*		*	*	
810 Civil Engineers	Planned	0										*
1301 General Physical Scientists	Planned	0									*	*
Note: 1. The numerical objectives contained in this plan have been set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 01. Goals were set for the EEO groups whose representation was outside two standard deviations when compared to the appropriate CLF in those occupational categories where vacancies were anticipated. 2. Asterisks indicate no representation by this group in this particular category.												



DEPARTMENT OF THE ARMY  
ENGINEER RESEARCH AND DEVELOPMENT CENTER, CORPS OF ENGINEERS  
WATERWAYS EXPERIMENT STATION, 3909 HALLS FERRY ROAD  
VICKSBURG, MISSISSIPPI 39180-6199

REPLY TO  
ATTENTION OF:


CEERD-ZA (690)

7 December 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #7, Prevention of Sexual Harassment

1. As the Commander of the U. S. Army Engineer Research and Development Center (ERDC), I want to make known my policy concerning sexual harassment. It is my policy that all team members have the right to work in an environment free of discrimination including sexual harassment. I prohibit any form of sexual harassment of team members and will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Such conduct will result in appropriate disciplinary action, up to and including termination.
2. Sexual harassment is a direct violation of Title VII of the 1964 Civil Rights Act, as amended. It is also a violation of the Merit Systems Principles of the Civil Service Reform Act of 1978. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, offensive flirtations or propositions, commentaries about a team member's body, displays of sexually explicit pictures, offensive jokes, unnecessary touching of a team member or physical or verbal conduct of a sexual nature whenever such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.
3. I support a work environment where sexual harassment is not an issue. Team members have the right to work in an environment free from unsolicited and unacceptable sexual overtures of any kind. Practices that undermine the integrity of employees, debilitate morale, or interfere with work productivity will not be condoned. I hold each manager, supervisor, and employee responsible for ensuring that sexual harassment is not practiced or tolerated at ERDC.
4. Employees who feel that they are the victims of sexual harassment should contact the Equal Employment Opportunity (EEO) Office or an EEO Counselor. A poster listing EEO Counselors, their telephone numbers, and their locations can be found on all official bulletin boards. This poster includes instructions for filing complaints.
5. I urge all team members to support the ERDC policy against sexual harassment by preventing, reporting and correcting inappropriate social behavior within their work sites.

  
JAMES S. WELLER  
Colonel, Corps of Engineers  
Commander

DISTRIBUTION:

A

Plus all Bulletin Boards

## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

### **PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT**

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#### **OBJECTIVES:**

1. To ensure that the ERDC work force is aware of the Corps' and the ERDC Commander's position regarding sexual harassment.
2. To ensure that employees are educated on sexual harassment prevention and responsibilities.
3. To ensure that all allegations of sexual harassment are investigated expeditiously and with the utmost sensitivity.

#### **SPECIFIC ACTIONS:**

1. Disseminate the ERDC Commander's policy statement on sexual harassment to all employees.
2. Post the ERDC Commander's policy statement on sexual harassment on all official bulletin boards.
3. Prepare and publish information articles on preventing sexual harassment in the EEO Newsletter.
4. Provide some form of training in the prevention of sexual harassment annually to managers and supervisors, stressing the impact of sexual harassment on productivity and morale.
5. Establish an on-line training alternative for providing POSH training electronically to employees.
6. Ensure that all EEO staff and EEO Counselors promote sensitivity to the nature and seriousness of sexual harassment in the workplace.
7. Ensure that employees are aware of their right to work in an environment free of sexual harassment, intimidation, and behaviors inappropriate to the workplace.

**MILESTONES:** FY 2001 and continuing.

## **RESPONSIBILITIES:**

1. The EEO Manager will ensure:
  - a. That all EEO Counselors are knowledgeable of EEOC guidelines on sexual harassment and that counselors are available to address any complaints concerning sexual harassment and attempt to informally resolve the complaints.
  - b. That the ERDC policy statement on sexual harassment is revised, updated, and distributed appropriately.
  - c. That ERDC regulations are current in regard to sexual harassment complaint procedures.
  - d. That managers and supervisors receive some type of training annually in the prevention of sexual harassment.
  - e. That EEO posters contain information related to filing sexual harassment complaints.
  - f. That complaints of sexual harassment are handled expeditiously and with the utmost sensitivity.
2. Managers and supervisors will:
  - a. Ensure that all personnel are aware of the ERDC policy regarding sexual harassment.
  - b. Make all personnel aware of the obligation to support management's policies and good human relations practices in preventing, removing, and correcting inappropriate behavior at the work place.
  - c. Handle all allegations of sexual harassment expeditiously and with the utmost sensitivity.

## GLOSSARY OF TERMS

**Action item.** Identified step to take to improve a problem area.

**Barrier.** Personnel principle, policy, or practice which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women, and people with disabilities.

**CERL.** Construction Engineering Research Laboratory.

**CHL.** Coastal and Hydraulics Laboratory.

**CLF.** Acronym for Civilian Labor Force which is all persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or seeking employment. Figures are taken from the most recent U.S. census. Activity workforce EEO group data are compared to either the National or State CLF data, depending on the normal recruiting area for positions being reviewed.

**CRREL.** Cold Regions Research and Engineering Laboratory.

**EEO Groups.** White Men; White Women; Black Men; Black Women; Hispanic Men; Hispanic Women; Asian American/Pacific Islander Men; Asian American/Pacific Islander Women; American Indian/Alaskan Native Men; American Indian/Alaskan Native Women.

**EL.** Environmental Laboratory.

**Employee.** Permanent, full or part-time, member of the activity's workforce including those in excepted service positions. Does not include temporary or intermittent employees.

**Employment Category.** The major occupational categories for the White-Collar pay system and Wage Board pay system including: Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB). The categories are made up of groups of series. The Professional category includes series that have a positive educational degree requirement, i.e. Engineer, Computer Scientist. The Administrative category includes most series that credit education and/or experience as qualifying factors, i.e. Management Analyst or Budget Analyst. The Other category is made up of series that don't fall into the PATCB categories, i.e. Security Guard. The Technical category includes technical series/grades, i.e. Engineering Tech, Accounting Tech.

**ERDC.** U.S. Army Engineer Research and Development Center.

**Fiscal Year.** Reporting period from October 1 of one year to September 30 of the following year.

**GSL.** Geotechnical and Structures Laboratory.

**HBCU.** Historically Black Colleges and Universities.

**HSI.** Hispanic Serving Institutions.

**Identified Career Programs.** Career programs with 100 or more employees.

**ITL.** Information Technology Laboratory.

**Major Occupations.** Mission-oriented occupations with 100 or more employees.

**Numerical Objectives (Goals).** Quantifiable objectives designed to eliminate underrepresentations of EEO groups.

**Objective.** Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective will lead to the elimination of a barrier or other problem.

**PATCOB.** Acronym for Professional, Administrative, Technical, Clerical, Other, and Blue Collar occupational categories.

**POSH.** Prevention of Sexual Harassment.

**Program Analysis.** Review of the activity's entire affirmative employment program.

**Program Element.** Prescribed program area for assessing where agencies should concentrate their affirmative employment program analysis and plan development.

**Responsible Official.** Executive, manager, or supervisor who is accountable for accomplishing an action item.

**Target Date.** Date for completion of an action item.

**TEC.** Topographic Engineering Center.